



**FOREIGN NATIONAL STUDENT  
INTERN VACANCY  
ANNOUNCEMENT  
U.S. DEPARTMENT OF STATE**

**Position Name:** General Services Office Intern

**Office:** General Services Office

**Division:** Management

**Opening Date:** August 31, 2021

**Closing Date:** September 21, 2021

**Work Hours:** Upon Agreement, minimum 15 hours per week (Flexible)

**Duration:** Minimum 3 months, maximum 6 months

**Salary:** Volunteer, unpaid

\*NOTE: U.S. citizens are not eligible for this intern program. The U.S. Department of State sponsors a separate intern program for U.S. Citizens. For more information on student programs with State Department go to [www.Careers.State.gov](http://www.Careers.State.gov) and click on Student Programs.

**BASIC FUNCTION:** The intern would interview/observe various units to determine what procedures they are following to interact with the public, customers and each other. The processes would be reduced to writing and mapped to determine if the workflow is the most effective way to accomplish tasks. In other words, write down the SOPs and then find out if how we are doing things makes sense. The intern would update individual housing files/presentations with new photos, descriptions, and floor plans.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:** Two years of college.

**EXPERIENCE:** Not required.

**LANGUAGE:** Limited Knowledge in English and Fluent in Spanish is required.

**KNOWLEDGE:** Microsoft Office Suite.



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**SKILLS AND ABILITIES:** Organizational skills.

**SUPERVISION RECEIVED:** Will be supervised by General Services Officers.

**SUPERVISION EXERCISE:** None.

**NATURE, LEVEL AND PURPOSE OF CONTACTS:** Considerable personal contact with the employees from the General Services Office.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Security certification and medical clearances must be completed before beginning the internship.
3. Must be at least 18 years old.

**TO APPLY**

**Interested applicants for this position must submit the following or the application will not be considered:**

- 1) Application for Foreign National Student Intern Program
- 2) Statement of Interest form
- 3) Copy of Nicaragua identification card (e.g. Cedula)
- 4) Academic Transcripts
- 5) At least two letters of recommendation from professors

**SUBMIT APPLICATION TO:**

Once you complete the forms, please submit your application to: [Managuajobs@state.gov](mailto:Managuajobs@state.gov)